



THE CITY OF EAST ORANGE

Job Posting

Job Title:	SUPERVISING PRINCIPAL PERSONNEL TECHNICIAN	Job Category:	Classified
Department/Group:	Human Resources	Job Code	02835
Location:	City Hall	Travel Req'd	LOCAL
Level/Salary Range:	\$65,045.00 - \$90,604.81	Position Type:	Full-Time
HR Contact:	Shatera Smith	Posting Period	10/07/2016 – 10/21/2016
Applications Accepted By:			
Fax or E-mail: 973-673-3172 shatera.smith@eastorange-nj.gov Attention: SUPERVISING PRINCIPAL PERSONNEL TECHNICIAN		Mail: Shatera Smith Department of Human Resources The City of East Orange NJ 44 City Hall Plaza East Orange, NJ 07018	
Job Description			
<u>Role and Responsibilities</u> Under direction of the Director Human Resources, the supervising principal personnel technician supervises professional and clerical employees performing highly responsible technical duties in varied personnel work; conducts investigations of procedures, complaints, grievances and other personnel matters; does other related work.			
<u>Qualifications and Education Requirements</u> Four (4) years of experience in personnel work including position classification, compensation, benefits administration, interviewing and/or related functions, two (2) years of which shall have been in a supervisory capacity. Bachelor's degree from an accredited college or university. NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year for year basis. Possession of a master's degree in personnel administration, applied psychology or other related field may be substituted for one (1) year of the above experience.			
<u>Preferred Skills</u> <ul style="list-style-type: none">• Supervises professional and clerical employees in performing highly responsible field investigations of employee complaints, grievances, and other personnel matters.• Prepares reports and correspondence containing findings, conclusions and recommendations.• Reviews tentative drafts of job specifications for accuracy and completeness.• May conduct salary studies.• Interprets rules and regulations affecting employees.• Supervises the processing of personnel position certifications, eligible listings, and other personnel action forms.• May review existing positions and groups of positions to determine the scope and character of duties and responsibilities, and existing organization relationships.• Knowledge of public personnel methods and techniques.• Knowledge of the principles of position classification.• Knowledge of the techniques used to conduct audits and surveys.• Ability to read and interpret New Jersey Department of Personnel regulations and apply them to specific situations.• Ability to conduct audits, surveys and maintain records and files.• Ability to prepare reports, correspondence and identify appropriate position classifications.			